

SANDY CITY
APPROVED POSITION SPECIFICATIONS

- I. Position Titles: Zoning Administrator
- Revision Date: 1/07
EEO Code: Professional
Status: Exempt (Admin)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Planning Director (Division Head), acts as a team leader with other planners, specifically supervising the Zoning Administration Section within the Planning Division; performs a high level of professional planning activities pertaining to planning and zoning, including land use, transportation, zoning, development review, variance and special exception requests, architectural review, economic development, and other areas of planning impact.

III. Essential Duties:

1. PROJECT REVIEW AND DEVELOPMENT

Manages Board of Adjustment Agendas and Applications

- Acts as staff planner to City Board of Adjustment
- Sets and manages agenda for Board of Adjustment, overseeing writing of staff reports, hearing notices, field trips, and meeting set up.
- Performs professional review of variance, special exception, and alleged error requests made to the Board of Adjustment.
- Conducts on-going training of Board of Adjustment members.

Administers Sandy City Development Code

- Acts as planner assigned to be “Keeper” of the Development Code.
- Coordinates the professional review of code amendments, signing of permit applications, subdivisions, zoning sign-offs, etc., for the Planning Division, ensuring compliance with City development ordinances and policies.
- Meets with developers, architects, builders, etc., coordinating and negotiating development proposals, ensuring compliance with City development ordinances and policies.
- Authorized to interpret Development Code in absence of Community Development Director and Planning Director.

Zoning Clearinghouse

- Coordinates and supervises building permit sub-check procedure, including approved plot plans, ensuring compliance with City development ordinances and policies.
- Supervises planning counter area and ensures that public documents, handouts, maps, ordinances, etc., are up to date.

2. PUBLIC CONTACT

- Provides technical information and answers a variety of questions relating to planning, zoning, and development procedures to the public, including residents, developers, builders, architects, engineers, realtors, both at the planning counter and over the telephone.

3. PLANNING COMMISSION, BOARD OF ADJUSTMENT, and CITY COUNCIL INTERFACE

- Researches and writes staff reports on specific projects and issues to be reviewed and acted upon by the Planning Commission, Board of Adjustment, and City Council.
- Presents details and recommendations of reports to the Planning Commission, Board of Adjustment, and City Council at regular meetings and work sessions.
- Involves and keeps the Planning Commission, Board of Adjustment, and City Council informed with various steps required to complete develop plans, projects, and updates.
- Responsible for training and education of the Board of Adjustment.

4. TEAM LEADER AND SUPERVISOR

- Coordinates and supervises the work load and assignments of the Zoning Administration Section of the Planning Division.
- Assists staff planners and interns in the research, review, and coordination of projects, development applications, variance and special exception requests, and development issues.
- Tracks projects through the approval process and keeps planning staff, applicants, and other inter-departmental staff informed as to status and progress.

IV. **Marginal Duties:**

- Assists Planning Director in setting and managing Planning Commission Agenda, staff reports, field trips and meeting set up.
- Acts as a staff liaison to other volunteer citizen committees, as assigned.
- Performs other duties as assigned.

V. **Qualifications:**

Education/Experience: Bachelors Degree in urban planning, geography, public administration, or related field. At least five years of progressively increasing planning experience working in local government or comparable organization.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Certifications/Licenses: AICP (American Institute of Certified Planners) Certification preferred. Class C (Commercial Drivers License) required within 6 months of hire.

Knowledge of: Principles and practices of community development, local government operation and structures, urban planning and design; transportation, strategic planning, capital improvement planning, development review, Federal Land Use Law, Utah State Land Use Law, principles of public relations, map reading and interpretation, rudimentary math skills, and use of engineering and architectural scales.

Responsibility for: Managing City zoning approvals, the Board of Adjustment, helping City officials to make good decisions through the use of reliable information and appropriate recommendations, affecting the community and the activities of people for years to come; responsibility to supervise the workload and planning activities of at least two other planners or interns within the section as well as working effectively across section lines to achieve work goals of the Division; responsibility for care, condition, and use of materials, equipment, resources, etc.

Communication Skills: Ability to communicate relevant information to the public regarding City ordinances, procedures, and development standards; ability to communicate effectively verbally and in writing; ability to communicate effectively at the counter and over the phone with City employees, citizens, developers, and contractors; furnishing and obtaining information; ability to work effectively

with upset customers in maintaining and improving the City's public image; ability to work in group situations using tact and judgement in generating and implementing creative solutions in a cooperative manner.

Tool, Machine, Equipment Operation: Frequent use of personal computer, scanners, cameras, electronic presentation equipment, telephone, fax machine, calculator, and copy machines.

Analytical and Implementation Skills: Ability to apply general principles of planning, City ordinances, and the City General Plan effectively; analyze and organize data and development information for effective public dissemination; establish goals and priorities; communicate effectively verbally and in writing; use of innovation and creative design to implement City goals, policies, and programs.

VI. **Working Conditions:**

A constant need for viewing plans, documents, ordinances, maps, etc.; verbal interaction and listening skills necessary to deal effectively with the public; constant pressure and fatigue are present in this position due to daily exposure to sometimes stressful situations; overtime; work subject to on-going supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This update job description supercedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVE BY: _____ DATE: _____